

**SCIENCE EDUCATION GRANT PROGRAM
FY2006**

**Administered by
Idaho State Department of Education
PO Box 83720
Boise, ID 83720-0027
(208) 332-6952**

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SCIENCE EDUCATION GRANT PROGRAM INFORMATION SHEET

ELIGIBLE APPLICANTS: Private, nonprofit corporations incorporated or registered in the State of Idaho for at least one year prior to project application.

AWARDS: Maximum award for projects under this program is \$25,000.

IMPORTANT PROGRAM DATES:

July 1, 2005	Applications are available at the Idaho State Department of Education.
August 19, 2005	Application must be postmarked by this date.
September 9, 2005	Approximate date that grant will be awarded by State Department of Education.
September 16, 2005	Anticipated project start-up date.
January 27, 2006	Progress report due.
June 30, 2006	Project period ends.
July 28, 2006	Final report due.

WHAT TO SUBMIT:

Applicants should submit a signed original and four copies of the application to:
Science Education Grant Program
c/o Kevin Collins, Science Coordinator
Idaho State Department of Education
PO Box 83720
Boise, ID 83720-0027

APPLICATION CHECKLIST:

- _____ Application cover sheet (questions 1-6)
- _____ Application narrative (questions 7-13)
- _____ Budget detail (questions 14-16)
- _____ Appendices
 - (a) _____ Resumes of key personnel
 - (b) _____ Additional information or supplementary material
 - (c) _____ Letters of support

SCIENCE EDUCATION GRANT PROGRAM GUIDELINES

PURPOSE

The Idaho Legislature has established matching grants for science education programs. Title 33-129 of the Idaho Code specifies that the Idaho State Department of Education shall administer a program of matching grants to encourage the establishment, expansion, or maintenance of science education programs in the State of Idaho.

ELIGIBILITY

Applicant Eligibility

Matching grants can be awarded only to private nonprofit corporations incorporated or registered in the State of Idaho.

Project Eligibility

"Science education programs" include, but are not limited to, demonstration programs intended to encourage knowledge of and interest in the disciplines of science among Idaho's elementary and secondary school students. These funds are for expansion or maintenance of science education programs in the State of Idaho.

ADMINISTRATION OF GRANT FUNDS

The State Department of Education shall administer this program with such funds as are appropriated to the science education program. The appropriation for FY2006 is \$25,000 for support for the science education program.

Matching Requirement

The program requires the applicant to provide at least one-half (1/2) of the financial support for the science education program with money or in-kind contributions.

Duration

All project activities and expenditure of project funds, including in-kind contributions, must occur during the grant period, which is the state fiscal year 2006. All project funds must be spent or encumbered by June 30, 2006.

Project Budget

The project budget must be broken down into the three specific categories listed on the budget page of the application form (see Instructions for Completing Application Form), and records must be kept corresponding to these categories. All allowable costs must be reasonable and necessary to carry out the objectives of the project. When determining expenses, follow the guidelines, which apply to state agencies outlined in Appendix II.

Ineligible Costs

Indirect or administrative costs are not eligible expenses for the project budget. They are considered part of the applicant's match. Grant funds must not replace local funds for existing programs or operating expenses.

Project Accounting and Reports

Separate accounting within the organization must be maintained for each science education project to ensure responsible project management and the submission of timely and accurate financial reports. The grantee must make financial and program records available to the State Department of Education, or its authorized representatives, for an audit or a less formal records examination. All financial records, including canceled checks and sales receipts, for science education projects must be retained for a period of three years from the date of the project's completion.

The State Department maintains the right to require changes throughout the grant project in order to meet the purposes of the legislation establishing this grant program and the grant requirements outlined in these guidelines. The State Department of Education can terminate the grant project if it becomes evident that the project is not in keeping with the purposes of the legislation or grant requirements.

Payment method and schedule for grant funds will be negotiated with the grantee at the time that the grant award is made. Funds are paid upon receipt of the necessary forms and the required reporting. (See Appendix II).

A project is considered complete when the Project Evaluation and Summary and Final Fiscal Report are approved by the State Department of Education. A progress report is required at a mid-point to assist in project management. A two-part Progress Report form, which includes Narrative and Financial Statement, will be provided to approved science education projects. This report must be submitted on or before January 27, 2006.

Adjustments

Changes in the scope and objectives of the project may not be made without prior approval from the State Department of Education.

A grant budget may be adjusted during the course of the grant if the intent of the grant is not modified. All budget adjustment requests exceeding 10 percent of a line item total must have prior written approval by the State Project Officer and are determined on a case-by-case basis.

Audits

A grantee receiving funds under the Science Education Grant Program has the option of conducting an audit for that year or complying with audit requirements of the state program under which it received the funds.

APPLICATION DATES AND PROCEDURES

Timeline

Grant guidelines and application are available upon request after July 1, 2005, by calling the State Department of Education at (208) 332-6952. The applicants should follow the format of the application form and complete the sections specified for the science education project (see INSTRUCTIONS FOR COMPLETING APPLICATION FORM). Send one original and six copies of the completed application to:

Science Education Grant Program
Kevin Collins, Science Coordinator
Idaho State Department of Education
PO Box 83720
Boise, Idaho 83720-0027

Applications must be postmarked by Friday, August 19, 2005. Late proposals will not be considered and will be returned to the applicants. Proposals postmarked by the indicated date will be reviewed by the Idaho State Department of Education on or about September 9, 2005. Awards will be announced by letter, which may authorize or require changes in the project as proposed. Estimated project start-up is September 16, 2005.

Review

Competing grant applications shall be evaluated, and funding decisions shall be made based upon the State Department of Education's determination as to the probable effectiveness of the various proposals in furthering the purposes of the legislation establishing this program. Other evaluation criteria include:

- * **Identification of target audience or client group** for which the project is intended. A project with statewide scope will receive higher consideration than local projects. Other considerations include evidence of need and interest by intended audience or client group.
- * **Overall plan of operation** which reflects a well-designed, efficient project having clearly defined objectives which relate to the purpose of the project and the use of resources and personnel to achieve the objectives.
- * **Qualifications of key personnel** demonstrated by experience and training and amount of time committed to the proposed project.
- * **Cooperation and coordination** with appropriate agencies and individuals providing similar or related services.

- * **Publicity plan** which ensures continued awareness and understanding of the project by the intended audience or client group. Publicity should acknowledge support from the State Department of Education Science Education Grant Program.
- * **The extent to which a project may be replicated and plans to disseminate the project** to other appropriate organizations.
- * **Evaluation plan** which is appropriate for the project and is related to measurable objectives.
- * **Adequate and cost-effective budget** which enables sufficient support of project activities and keeps costs reasonable in relation to project objectives.

**IDAHO STATE DEPARTMENT OF EDUCATION
SCIENCE EDUCATION GRANT PROGRAM
GRANT APPLICATION FY2005**

1. **Project Name:** _____
2. **Applicant:** _____
3. **Address:** _____

4. **a. Contact/Title:** _____ **b. Phone** _____
5. **Federal Tax I.D. Number:** _____
6. **Project Costs:**

Amount of state grant request: \$ _____

Amount of local match: \$ _____

TOTAL amount of project: \$ _____

To complete this application, address questions 7-13 on 8 2" x 11" sheets, attach them to this application, and complete items 14-16 on the budget page.

SIGNATURE AND CERTIFICATION:

We certify that the applicant is a private nonprofit corporation incorporated or registered in the State of Idaho. We understand and will comply with all requirements of the Science Education Grant Program. We understand that funds awarded under this proposal may be used only for purposes described in this proposal and approved by the State Department of Education. In addition, we are aware of, and agree to comply with, Equal Employment Opportunity (Idaho Code 67-5909 lists areas in which discrimination in employment is prohibited) and will conduct our proposed project in accordance with all state and federal laws.

Authorizing Official

Date Signed

Chair, Governing Board

Date Signed

7. **DESCRIPTIVE SUMMARY.** Provide a BRIEF descriptive summary of this project, with emphasis on the project's relationship to your organization and its long-range plan. (Suggested limit - 250 words)
8. **WHAT NEEDS TO BE DONE?** Describe and document the need(s) or problem(s) that the project will address. What is lacking for the target audience/client group that can be provided by this project? How do you know the problem exists? Why are local resources not available or appropriate to meet the need? Use results of community surveys/analyses where appropriate.
9. **WHAT ARE YOUR OBJECTIVES?** Clearly defined objectives should relate to the purpose of the project. Describe the expected outcome of the project. What target audience/client group(s) will benefit? What will be different when the project is finished? How do this outcome fit into the organization's missions and goals? Include letters of support from citizens or cooperating agencies.
10. **HOW ARE YOU GOING TO DO IT?** Tell WHO, WHEN, HOW, and WHERE. What resources and personnel will be used to achieve the objectives? Address the experience and training of key personnel for the project and include job descriptions if new personnel are to be hired. Describe the specific activities of your project. Can the activities be conducted within the time and resources of the project? How and with whom will the activities be coordinated? Describe the publicity plan for the project and identify to whom the publicity will be directed. Can the project be replicated and what plans are there to disseminate the project to other appropriate organizations?
11. **WHAT IS YOUR TIMELINE?** Provide a timeline that clearly shows the sequence of activities. Include a projected date by which all grant funds will be expended and dates (if different) for project completion and submission of project reports.
12. **HOW WILL YOU EVALUATE THE RESULTS OF YOUR PROJECT?** Describe the methods you will use to determine if your project solved the problem stated in #8. Who will be doing the evaluating, and what measurement techniques will be used? What statistics will be collected?
13. **HOW ARE YOU GOING TO SPEND THE MONEY?** Specifically describe how you intend to spend the project money (both state and matching funds) in each class category. All expenses should directly relate to the project. Identify the source of matching funds. This narrative should tell the same story as the numbers in item 16 on the budget page.

Application must be postmarked by August 19, 2005

BUDGET INFORMATION

14. Project Name: _____

15. Applicant: _____

16. Budget Breakdown by Category (use whole dollar figures):

BUDGET CATEGORIES	(1) State Funds	(2) Applicant's Cost Share	(3) TOTAL
A. Personnel			
B. Operating			
C. Capital			
D. TOTALS			

INSTRUCTIONS FOR COMPLETING APPLICATION FORM

The full application form is required for all Science Education Program Grants. Applicants must follow the format prescribed below.

Page 1:

1. **Project Name.** Enter a descriptive name for the project.
2. **Applicant.** Enter full legal name of applicant organization.
3. **Address.** Enter street address, mailing address if different, city, and zip code of applicant.
4. **a. Contact/Title.** Enter name and title of person responsible for this proposed project who may be contacted for information about it. This person should be readily available at all times and be knowledgeable about all aspects of the project. All communications will be sent to this person as project director.
- b. Phone.** Enter telephone number of project contact person.
5. **Federal Tax I.D. Number.** Enter your federal tax I.D. number.
6. **Project Cost.** Using whole dollar figures, enter the amounts required to fund the project. Put the total that you expect state funds to cover on the first line. Consider all sources of funds other than state funds and enter that amount on the second line. Enter the total amount of the project on the third line.

Signature Lines. The application must be signed and dated by the authorizing official of the applicant organization. In addition, the chair of the governing board of the organization must sign as the second signature.

To be complete, the narrative of each application must address the following items:

7. **Descriptive summary.**
8. **What needs to be done?**
9. **What are your objectives?**
10. **How are you going to do it?**
11. **What is your timeline?**
12. **How will you evaluate the results of your project?**
13. **How are you going to spend the money?** (See #16 for additional information on breakdown for all items. Be sure to demonstrate clearly how each item is calculated. Consult Appendix II for guidelines on allowable amounts, restricted items, etc.)

Page 3: Budget Information

This section should summarize the financial portion of the project. It should tell the same story as the narrative in #13 above.

14. **Project Name.** Repeat the name of your project.
15. **Applicant.** Repeat the name of the applicant.
16. **Budget Categories.** Using whole dollar figures, complete entries in columns (1) through (3), lines A through D. Following is an explanation of the categories:
 - A. **Personnel.** Enter total of salaries and fringe benefits for all project staff members, except staff under contract (who should be included under **B. Operating**). Budget narrative #13 should break out separately salary and benefits for each staff person who will be paid and explain for what work and at what rate each will be paid.
 - B. **Operating.** Enter total for all operating expenses, including contracts, travel, materials, supplies, software, postage, printing, copying, etc. Budget narrative #13 should list separately the total for each operating item.
 - C. **Capital.** Enter total for all items with a unit cost over \$5,000. All items should be individually identified in budget narrative #13.
 - D. **Total.** Enter the total of A through C.

APPENDIX I.

GOALS, OBJECTIVES AND ACTIVITIES DEFINED

A. GOAL. A goal is the end toward which effort is directed. It is broad in scope, long range, timeless. It may never be attained. It may be a dream. It is not measurable. Examples of goals are:

Peace in our time

English literacy for all American citizens

Most projects will probably have no more than one or two goals.

B. OBJECTIVE. An objective is a strategic position to be attained or purpose to be achieved. Objectives are way stations along the road to a goal. They show a specific outcome, and they must be measurable. Examples of objectives are:

Fifty students in Library Adult Basic Education classes will have passed the GED test by June.

Four thousand reference referral questions will be answered annually with an average turnaround time of two weeks, date of receipt to date of reply.

Divide the process of reaching the project goal or goals into a series of objectives. Present these in sequence with the activities needed to achieve them and the timeline along which activities will occur.

C. ACTIVITY. An activity is the bringing about of an alteration, a thing accomplished over a period of time. A series of activities, such as hiring staff, selecting and purchasing materials, publicizing events, and/or information other participants will usually be required to achieve any specific objective. The sequence of activities can be as important as the activities themselves, so a careful timeline must be worked out in advance. Events may cause the modification of activities or objectives in mid-project. They shouldn't cause the goal to be altered.

As used in a science education application, these words--goal, objective, activity--are technical terms and are not interchangeable. Use them clearly in writing the proposal, and it will stand a better chance of getting funded.

APPENDIX II.

A. BUDGET GUIDELINES

In planning the budget, the applicant should apply the current state rate for meal and mileage reimbursement. As of June 1, 1996 (Amended July 1, 2001), these rates are as follows:

Daily Meal Allowance

(a) In-state	\$30.00 per day
(b) Out-of-state	\$30.00 per day is the base, but would allow the higher federal allowance in those locations published in IRS Publications.

Partial Day Meal Allowance

		<u>In Idaho</u>	<u>Out-of-state</u>
Breakfast:	Depart 7:00 a.m. or before or return 8:00 a.m. or later	\$7.50	\$7.50 or 25% of federal rate for that city if greater than \$30
Lunch:	Depart 11:00 a.m. or before or return 2:00 p.m. or later	\$10.50	\$10.50 or 35% of federal rate for that city if greater than \$30
Dinner:	Depart 5:00 p.m. or before or return 7:00 p.m. or later	\$16.50	\$16.50 or 55% of federal rate for that city if greater than \$30

Meals provided free of charge should not be claimed for reimbursement.

Maximum Mileage Reimbursement

Mileage in a private car is reimbursed at \$0.345 per mile.

B. PAYMENT PROCEDURE

Payment method and schedule will be negotiated with the grantee at the time the grant award is made. The grantee shall submit a schedule of anticipated cash requests, with dates and amount, at the beginning of the grant period. A sample form can be found under C.

The grantee must submit a Cash Request form two weeks prior to the date the funds are needed. A sample form can be found under D.

SCHEDULE OF ANTICIPATED CASH REQUESTS

Date: _____

Recipient Organization: _____

Grant #: _____

Project Title: _____

We anticipate our financial needs to execute our science education grant to be the following:

First Quarter (July 1- Sept. 30)	_____
Second Quarter (Oct. 1- Dec. 31)	_____
Third Quarter (Jan. 1 - March 31)	_____
Fourth Quarter (April 1 - June 30)	_____
TOTAL	\$ _____

We understand we are to send a Cash Request form to you two weeks in advance of each quarter.

Signature of Authorizing Official

**SCIENCE EDUCATION GRANT PROGRAM
CASH REQUEST**

Grant #: _____ **Project Title:** _____

Period covered by this request:

1st Quarter (7/1-9/30)	_____	2nd Quarter (10/1-12/31)	_____
3rd Quarter (1/1-3/31)	_____	4th Quarter (4/1-6/30)	_____

Recipient Organization:

Name: _____
Address: _____

Payee (if different from above):

Name: _____
Address: _____

Total requested for previous quarters: \$ _____

Total estimated expenses for this quarter: \$ _____

**Less balance of state grant funds on hand
as of beginning of this quarter:** \$ _____

Amount requested for this quarter: \$ _____

Total requested to date: \$ _____

Description of expenditures for which this request will be used:

Signature of Authorizing Official **Date**

Typed or Printed Name and Title **Phone**

**SCIENCE EDUCATION GRANT PROGRAM
PROGRESS REPORT
PART I**

1. Project Name _____
2. Grantee _____
3. Report Prepared By _____ 4. Date _____
5. Grant Agreement # _____
6. Grant Period Covered By This Report _____
7. This narrative should be brief and cover the following elements:
 - a. Activities undertaken during reporting period toward achieving project objectives.
 - b. Project time table (Is the project on schedule?).
 - c. Problems that are affecting implementation of objectives.
 - d. Impact the project is having on target client group.
8. Attach statistics and/or examples of publications or other significant publicity about the project to date.

DEADLINE: This report is due January 27, 2006.

SEND COMPLETED REPORT TO:

Idaho State Department of Education
Kevin Collins, Science Coordinator
PO Box 83720
Boise, ID 83720-0027

**SCIENCE EDUCATION GRANT PROGRAM
FINANCIAL STATEMENT FOR PROGRESS REPORT
PART II**

1. Project Name: _____ 3. Grant Agreement # _____
2. Grantee _____ 4. Amount of Award _____
5. Report Prepared By _____ 6. Phone _____
7. Dates Covered By Report _____ 8. Date Report Prepared _____

	APPROVED BUDGET		EXPENDITURES TO DATE		TOTAL BALANCES TO DATE	
9. Budget Categories	10. State Funds	11. Local Match	12. State Funds	13. Local Match	14. State Funds	15. Local Match
A. Personnel						
B. Operating						
C. Capital						
D. TOTALS						

16. STATEMENT OF STATE CASH-ON-HAND:

- a. Received to Date: _____
- b. Disbursed to Date: _____
- c. Balance (Cash-on-hand) _____

DEADLINE: This report is due January 27, 2006.

SEND COMPLETED REPORT TO: Idaho State Department of Education
Kevin Collins, Science Coordinator
PO Box 83720
Boise, ID 83720-0027

**SCIENCE EDUCATION GRANT PROGRAM
INSTRUCTIONS -- FINANCIAL STATEMENT FOR PROGRESS REPORT**

1. Project Name. Enter the name of the Science Education project for which you are reporting.
2. Grant Agreement #. Enter the number assigned to your grant project by the State Department of Education and which appears on your letter of approval/award.
3. Grantee. Enter the name of the organization to which the grant was awarded.
4. Amount of Award. Enter amount of state funds awarded under this grant.
5. Report Prepared By. Enter name of person completing report.
6. Phone Number. Enter phone number of person completing report.
7. Dates Covered By Report. Enter beginning date of grant period through last date covered by this report.
8. Date Report Prepared. Enter the date this form is filled out.
9. Budget Categories. The specific categories of expenses are listed here. These categories correspond to those listed in the approved grant budget.

Approved Budget:

10. State Funds. Enter total budget for state funds for the project as approved by the State Department of Education.
11. Local Match. Enter total budget for local match for the project as approved by the State Department of Education.

Expenditures to Date:

12. State Funds. Enter total amount of state funds spent within each category during the report period.
13. Local Match. Enter total amount of local match spent within each category during the report period.

Total Balance to Date:

14. State Funds. Enter total amount of state funds left for the project. (Approved budget for state funds minus expenditures to date.)
15. Local Match. Enter total amount of local match left for the project. (Approved budget for local match minus expenditures to date.)
16. **STATEMENT OF CASH-ON-HAND.** (a) Enter the total amount of state funds received to date by the grantee from the State Department of Education. (b) Enter the total amount of state funds paid out to date by the grantee for grant expenses. (c) Enter the balance of state cash-on-hand. (Line a minus line b.)

**SCIENCE EDUCATION GRANT PROGRAM
FINAL FISCAL REPORT**

Date: _____ Grant Agreement #: _____

Project Name: _____

Grantee: _____

BUDGET CATEGORY	PROPOSED BUDGET	BUDGET ADJUSTMENTS	ACTUAL EXPENSES	FUNDING SOURCE
A. Personnel				STATE
				Local
				Sub-Total
B. Operating				STATE
				Local
				Sub-Total
C. Capital				STATE
				Local
				Sub-Total
D. TOTALS				STATE
				Local
				TOTAL

STATEMENT OF STATE CASH-ON-HAND:

1. Received To Date: _____

2. Disbursed To Date: _____

3. Balance (Cash-On-Hand) _____

**SCIENCE EDUCATION GRANT PROGRAM
FINAL PROJECT EVALUATION AND SUMMARY**

NOTE: Complete this form after all expenses are paid and all activities are concluded.

Date: _____ Grant Agreement #: _____

Project Name: _____

Grantee: _____

Report Prepared By: _____

INSTRUCTIONS: Using the following format, please report on the project and provide evaluative comments. Use separate sheets of paper if necessary.

PROGRAM NARRATIVE: State the proposed outcome of the project. Provide a brief summary of the project (what was done, how, and by whom).

EVALUATION: Detail the successes and failures of the project. Did you meet your objectives? Do clients have better services? What future actions will be taken?

FISCAL DATA: Fill out the included FINAL FISCAL REPORT form. List any changes or amendments from the proposed budget under "BUDGET ADJUSTMENTS" on the form. Under "ACTUAL EXPENSES" list all expenditures for the completed project.

STATEMENT OF STATE

CASH-ON-HAND: List the total amount of State Funds received to date by the grantee from the State Department of Education in 1. In 2, list the amount of State Funds paid out for grant expenses by the grantee. In 3, list the balance or State Cash-On-Hand (line 1 minus line 2).

This report due July 28, 2006.

Send completed report to:

Kevin Collins
Science Coordinator
State Department of Education
PO Box 83720
Boise, ID 83720-0027